

SCREENING INFORMATION REQUEST 1 (SIR1)

DTFA-02-97-R-90033

As publicly announced, the Federal Aviation Administration (FAA) is contemplating the procurement of a follow-on contract for administrative and management support services at the Center for Management Development (CMD), Palm Coast, Florida. This Screening Information Request (SIR1) commences the procurement, however, discussions will be held with offerors throughout the procurement process.

DEFINITION OF NEED: The FAA has a continuing need for the administrative and management support services in the following tasks to support the FAA's management development as fulfilled by the CMD.

TASK A	MEDIA SERVICES
TASK B	LIBRARY SERVICES
TASK C	LOGISTICS SERVICES
TASK D	MEETING SUPPORT SERVICES
TASK E	RESEARCH AND EVALUATION SERVICES
TASK F	ADMINISTRATIVE SERVICES
TASK G	INFORMATION SERVICES
TASK H	ORGANIZATIONAL HEALTH SERVICES
TASK I	SUPPORT SERVICES COORDINATION
TASK J	TRAVEL SERVICES

The requirement's performance period is for a basic nine month period and four one year options. The basic period of performance should commence approximately January 1, 1998. The requirement includes media services, library services, logistics services, meeting support services, research and evaluation services, administrative services, information handling, organizational health services, support services, and student aid services. The services will be contracted on a time and material basis with the exception of on-site coordinator services and transition services which will be firm fixed price. The Government will provide Government Furnished Property for use on this contract. All effort will be performed at CMD unless otherwise directed by the Government.

REQUEST FOR INFORMATION: This SIR is to request information that will enable the FAA to make a screening decision to determine qualified firms that have the ability to perform administrative and management support services at the Center for Management Development (CMD), Palm Coast, Florida.

To be considered for this requirement, contractors are required to submit a written response, plus two copies, to the Contracting Officer which specifically addresses the qualification criteria cited below. Documentation must be provided to substantiate any statement of fact. Documentation includes, but is not limited to formal resumes, licenses, financial statements, work plans, etc., and is limited to 15 pages (8-1/2"x11", printed on one side). Mere statements of compliance are unacceptable. The specific information provided should be accurate and complete as it will be used to determine those companies qualified to perform. Incomplete packages will be disposed of without further action by the Contracting Officer unless an inadequate number of responses from responsible contractors are received. Failure to comply with the page limitation may also be cause for rejection of your response. The FAA reserves the right to contact references and verify information. Verifiably false submissions by the

contractor will be grounds for immediate rejection by the Contracting Officer in the down select screening process. The FAA reserves the right to consider only those contractors which meet or exceed the stated qualification criteria in any subsequent down select screening process, if applicable. A formal request for offer (RFO) will be issued only to those contractors which meet or exceed all screening criteria. The RFO will contain the Performance Work Statement (PWS) which will delineate the services to be performed under the contract. The qualification criteria cited in this SIR is not all inclusive of the services required under the contract terms and/or the PWS.

SCREENING CRITERIA: Responses to the following criteria will be evaluated as “acceptable” or “unacceptable”: The Contracting Officer’s decision as to “acceptable” or “unacceptable” is final. To pass this initial screening process, contractors must be found “acceptable” on all criteria.

1. SMALL BUSINESS

a. This requirement is 100% set-aside for eligible socially and economically disadvantaged (SEDB) concerns. Eligible SEDB concerns is a small business concern expressly certified by the Small Business Administration (SBA) for participation in the SBA’s 8(a) program and which meets the following criteria at the time of submission of offer:

(1) SIC code 8999 is specifically included in the offeror’s approved business plan;

(2) The offeror is in conformance with the 8(a) support limitation set forth in its approved business plan; and

(3) The offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action direct by the SBA.

b. Contractors must provide documentation to support SBA certification. Data unverifiable by the SBA will be grounds for rejection without further discussion.

2. ADEQUACY OF ACCOUNTING SYSTEM FOR TIME AND MATERIAL TYPE CONTRACTS

Contractors must provide a brief description of their accounting system as it relates to the accumulation of data for time-and-materials contracts and provides for proper segregation of costs applicable to the proposed contract and other work of the prospective contractor. This description should include supporting historical data and records, such as work orders, invoices for parts, price lists, etc.. Contractors with a system which has been approved by the Defense Contract Audit Agency (DCAA) are requested to provide 1) the audit report number, 2) date of the approval, and 3) cognizant DCAA office.

3. STAFFING

a. Contractors must provide a proposed organizational chart which reflects a dedicated on-site coordinator for this requirement. This individual must be delegated authority to act on behalf of and commit the company. This individual must be available during normal business hours, 8 am to 5 p.m., Monday through Friday, except for Federal holidays.

b. Contractors must provide a proposed organizational chart which reflects a dedicated core staff of personnel to perform the services under this requirement.

4. CAPABILITIES

Among the tasks to be performed under this requirement are media services. Contractors must demonstrate capability to perform media services including 1) operation of a state-of-the-art television production facility consisting of multi-format, AB roll, time code editing using Electronic Field Production technique, and including specialties of script writers, program directors, videographers, directors, photographers, video tape editors, and character generator operators and non-linear tape editors, 2) operation of a state-of-the-art satellite television broadcast facility consisting of a multi-camera studio with complete support facility consisting of a satellite uplink, downlink, video tape, video effects, digital effects, multi-channel two-way audio, encryption and lighting system supporting the agency satellite network comprised of over 50 receive locations which could grow to over 400 locations, including specialties of script writers, program directors, technical directors, photographers, video tape editors, and character generator operators, and 3) production of instructional programs to be delivered by various technologies, such as Video Disk, Computer Based, Computer Aided, etc..

5. SATISFACTORY PAST PERFORMANCE

Contractors must provide evidence of satisfactory past performance history on contracts for similar effort. Past performance information must include previous contract number(s), dollar value, place of performance, and dates of performance. The contractor must also provide point(s) of contact by name and telephone number whereby the data can be verified by the FAA.

PROJECTED SCHEDULE:

The FAA projects the following schedule for this procurement action. This information is provided for informational purposes only and is subject to change.

	ACTIVITY	DATE(S)
1.	Public Announcement	Jun 13, 1997
2.	Issue SIR1	Jun 20, 1997
3.	SIR1 closes	Jul 7, 1997
5.	Downselect	Jul 8-11, 1997
6.	Issue draft SIR2	Jul 16, 1997
7.	Preproposal conference & site visit	Jul 29, 1997
8.	Receive industry comments	Aug 8, 1997
9.	Analyze industry comments	Aug 11-15, 1997
10.	Prepare final SIR2	Aug 18-29, 1997
11.	Issue final SIR2	Sep 2, 1997
12.	SIR2 closes	Sep 16, 1997
13.	Evaluate offers	Sep 17-Oct 10, 1997
14.	Contract Award	Oct 17, 1997
15.	Debrief Unsuccessful Offerors	Oct 27-31, 1997
16.	Transition period	Jan 1, 1998 - Jan 31, 1998
17.	Basic period of performance	Feb 1, 1998 - Sep 30, 1998
18.	First option year period of performance	Oct 1, 1998 - Sep 30, 1999
19.	Second option year period of performance	Oct 1, 1999 - Sep 30, 2000
20.	Third option year period of performance	Oct 1, 2000 - Sep 30, 2001
21.	Fourth option year period of performance	Oct 1, 2001 - Sep 30, 2002

GENERAL TERMS AND CONDITIONS:

a. As previously indicated, discussions with offerors will be conducted throughout the procurement, concentrating on each offeror's unique solution and satisfaction of FAA's requirements. Technical leveling and auctioning techniques will not be permitted. In all respects, the source selection will adhere to the principles espoused in the Acquisition Management System effective April 1, 1996.

b. The FAA will not be responsible for any costs incurred in responding to this announcement.

c. The FAA is conducting this acquisition pursuant to the FAA's Acquisition Management System (AMS) which is available on the Internet at <http://fast.faa.gov/>. No hard copies of any SIR will be mailed or made available by any means other than the Internet. Two SIR2 attachments, DOL Wage Determination and FAA Order 4650.21B, are not available electronically and will be provided in hard copy to all offerors.

d. The following AMS clauses are incorporated into SIR1:

3.1-1	Clauses and Provisions Incorporated by Reference	(Jun 1996)
3.2.2.3-1	False Statements in Offers	(Apr 1996)

3.2.2.3-6	Submittals in the English Language	(Apr 1996)
3.2.2.3-14	Late Submissions, Modifications, and Withdrawals of Submittals	(Oct 3, 1996)
3.2.2.3-40	Precontract Costs	(Apr 1996)
3.9.1-3	Protest	(Aug 8, 1996)

Responses to this SIR are required in writing no later than 3:00 p.m. EDT, Monday, July 7, 1997, to one of the following addresses. The solicitation number, DTFA-02-97-R-90033, should also be prominently cited on the outer container for identification purposes.

Mailing address:

Nina L. Henson
 FAA, Mike Monroney Aeronautical Center
 Bid and Proposal Office, AMQ-140
 P.O. Box 25082
 Oklahoma City, OK 73125-4929

Federal Express address:

Nina L. Henson
 FAA, Mike Monroney Aeronautical Center
 6500 South MacArthur Boulevard
 Multi Purpose Building, Room 308, Bid & Proposal Office, AMQ-140
 Oklahoma City, OK 73069

(405) 954-7864

Questions regarding this SIR should be addressed to the undersigned Contracting Officer.

Nina L. Henson, Contracting Officer, AMQ-210, (405) 954-7864, fax (405) 954-9219, e-mail: nina_henson@mmacmail.jccbi.gov.